



## MISSION STATEMENT

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investing of idle funds.

## ABOUT CITY TREASURER

The City Treasurer's Office is responsible for receiving, disbursing, depositing and investing all public funds for the City, the Youth Endowment Services (YES) Fund, the Parking Authority, the Public Financing Authority, the Successor Agency and the Housing Authority.

Monthly reports, including cash balances by fund and reconciled bank balances, are provided to the City Manager, the City Clerk and the Financial Services Director.

The City Treasurer's Office also provides semi-annual reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Youth Endowment Services (YES) Fund Board, the Parking Authority, the Public Financing Authority, the Successor Agency and the Housing Authority. Monthly reports are provided to the Mayor or his/her designee, City Manager, Financial Services Director, Community Development Director, Burbank Water and Power (BWP) General Manager, Chief Financial Officer (BWP) and members of the Treasurer's Oversight Review Committee.

## OBJECTIVES

The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity and yield are always considered (in that order) when investing idle funds.

## CHANGES FROM PRIOR YEAR

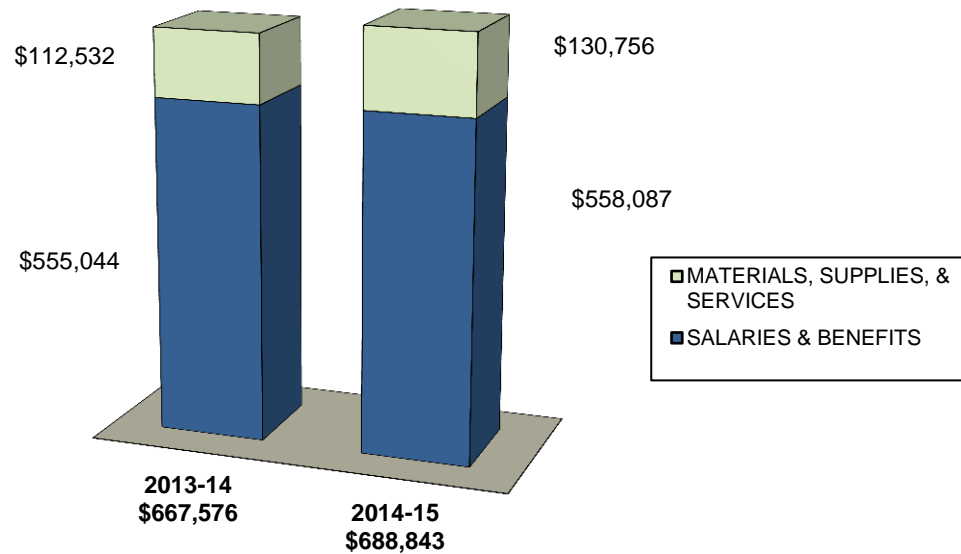
Reductions in bank fees were recognized. This reduction will be used to partially offset the cost of a Bloomberg Terminal that will be used manage the City's investment portfolio. The City Treasurer's Office will continue to work with banking service providers to identify other possible areas for cost savings.

## DEPARTMENT SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,000	5,000	
Salaries & Benefits	\$ 576,320	\$ 555,044	\$ 558,087	\$ 3,043
Materials, Supplies, Services	100,379	112,532	130,756	18,224
<b>TOTAL</b>	<b>\$ 676,699</b>	<b>\$ 667,576</b>	<b>\$ 688,843</b>	<b>\$ 21,267</b>



## DEPARTMENT SUMMARY



### 2013-14 WORK PROGRAM HIGHLIGHTS

- Average investment portfolio yield for FY 2013-14 projected to be 1.00% was approximately 0.90% due to the prolonged economic downturn and low interest environment.
- The Treasurer's Office has aggressively pursued reductions in banking fees by streamlining services and converting to available online services where possible.

### 2014-15 WORK PROGRAM GOALS

- The goal for this fiscal year is to achieve an investment portfolio yield of 1.00% with continued emphasis on safety and liquidity.
- During this fiscal year, the Treasurer's Office will continue to work with various departments with the goal of increasing the use of electronic payments, both incoming and outgoing.

# CITY TREASURER

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		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		5.000	5.000	5.000	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages	\$ 408,275	\$ 372,105	\$ 377,046	\$ 4,941
60012	Fringe Benefits	75,310	85,323	85,011	(312)
60012.1008	Fringe Benefits - Retiree Benefits		2,420	2,500	80
60012.1509	Fringe Benefits - Pension	79,307	75,729	83,380	7,651
60012.1528	Fringe Benefits - Workers Comp	11,703	17,967	8,650	(9,317)
60015	Wellness Program	225			
60022	Car Allowance	1,385	1,500	1,500	
60031	Payroll Adjustment	115			
		<b>576,320</b>	<b>555,044</b>	<b>558,087</b>	<b>3,043</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
<b>DISCRETIONARY</b>					
62170	Private Contractual Services	\$ 15,496	\$ 14,400	\$ 38,400	\$ 24,000
62300	Special Departmental Supplies	5,401	3,750	3,750	
62310	Office Supplies	1,681	1,665	1,665	
62420	Books & Periodicals		325	325	
62440	Office Equip Maint & Repairs	330	1,500	1,500	
62455	Equipment Rental	800	900	900	
62700	Memberships & Dues	330	440	440	
62710	Travel	1,139	1,325	1,325	
62755	Training	80	1,000	1,000	
62895	Miscellaneous	79	1,175	1,175	
<b>NON-DISCRETIONARY</b>					
62220	Insurance	7,466	6,321	6,617	296
62485	F535 Comm Equip Rental	3,619	3,619	3,199	(420)
62496	F537 Computer Equip Rental	6,197	5,112	5,460	348
62830	Bank Service Charges	57,761	71,000	65,000	(6,000)
		<b>100,379</b>	<b>112,532</b>	<b>130,756</b>	<b>18,224</b>
<b>PROGRAM TOTAL</b>		<b>\$ 676,699</b>	<b>\$ 667,576</b>	<b>\$ 688,843</b>	<b>\$ 21,267</b>

# CITY TREASURER

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2012-13	STAFF YEARS 2013-14	STAFF YEARS 2014-15	CHANGE FROM PRIOR YEAR
Account Clerk	1.000	1.000	1.000	
Assistant City Treasurer	1.000	1.000	1.000	
City Treasurer	1.000	1.000	1.000	
Intermediate Clerk	1.000	1.000	1.000	
Treasurer Technician	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	